**[Company name]**

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# Project Milestone Checklist

*One checklist per project for its milestones: what each milestone must show, who accepts it, and a readiness check before any milestone is declared complete.*

| Item | Detail |
|---|---|
| Project | [Project name] |
| Document | [Title of this document] |
| Prepared by | [Name and role of the person who prepared this document] |
| Project manager | [Name and role of the project manager] |
| Sponsor | [Name and role of the project sponsor] |
| Date of this document | [Date of this document] |
| Version | [Version number of this document] |
| Project start date | [Planned start date of the project] |
| Project completion date | [Planned completion date of the project] |
| Milestone approver | [Name and role of the person who approves milestones] |

## 1. Milestones

| Done | Milestone | Deliverable or evidence | Acceptance criteria | Planned date | Forecast date | Owner | Status | Accepted by | Acceptance date |
|---|---|---|---|---|---|---|---|---|---|
| | [Milestone] | [Deliverable or evidence for this milestone] | [Acceptance criteria for this milestone] | [Planned date of this milestone] | [Forecast date of this milestone] | [Name and role of the owner of this milestone] | [Status of this milestone] | [Name and role of the person who accepted this milestone] | [Date this milestone was accepted] |
| | [Milestone] | [Deliverable or evidence for this milestone] | [Acceptance criteria for this milestone] | [Planned date of this milestone] | [Forecast date of this milestone] | [Name and role of the owner of this milestone] | [Status of this milestone] | [Name and role of the person who accepted this milestone] | [Date this milestone was accepted] |
| | [Milestone] | [Deliverable or evidence | [Acceptance criteria | [Planned date of this | [Forecast date of this | [Name and role of the | [Status of this milestone | [Name and role of the | [Date this milestone was |

| | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| | | for this milestone ] | for this milestone ] | milestone ] | milestone ] | owner of this milestone ] | ] | person who accepted this milestone ] | accepted] |
| | [Milestone] | [Deliverable or evidence for this milestone ] | [Acceptance criteria for this milestone ] | [Planned date of this milestone ] | [Forecast date of this milestone ] | [Name and role of the owner of this milestone ] | [Status of this milestone ] | [Name and role of the person who accepted this milestone ] | [Date this milestone was accepted] |
| | [Milestone] | [Deliverable or evidence for this milestone ] | [Acceptance criteria for this milestone ] | [Planned date of this milestone ] | [Forecast date of this milestone ] | [Name and role of the owner of this milestone ] | [Status of this milestone ] | [Name and role of the person who accepted this milestone ] | [Date this milestone was accepted] |

The empty cell in the Done column is the checkbox: mark it only when the acceptance criteria are met and the milestone is accepted, not when the work is merely finished.

## 2. Readiness check for each milestone

Run this check before presenting a milestone for acceptance. A milestone presented with an unchecked item is not yet ready for acceptance.

| Done | Readiness item | Notes |
|---|---|---|
| | Deliverable complete against its acceptance criteria | [Notes on this readiness item] |
| | Checks and tests passed, with results recorded | [Notes on this readiness item] |
| | Documentation updated to match the delivered work | [Notes on this readiness item] |
| | Dependencies closed or explicitly carried forward | [Notes on this readiness item] |
| | Risks and issues for this milestone reviewed | [Notes on this readiness item] |
| | Stakeholders notified of the milestone outcome | [Notes on this readiness item] |
| | Handover to the next phase prepared | [Notes on this readiness item] |

## 3. Slipped milestones and recovery

[Company name]

| Milestone | Reason for the slip | Recovery action | Revised date | Owner |
|---|---|---|---|---|
| [Milestone that slipped] | [Reason this milestone slipped] | [Recovery action for this milestone] | [Revised date for this milestone] | [Name and role of the owner of the recovery action] |
| [Milestone that slipped] | [Reason this milestone slipped] | [Recovery action for this milestone] | [Revised date for this milestone] | [Name and role of the owner of the recovery action] |

**Milestones with no slip.** [Confirmation that no milestone has slipped, or a list of slipped milestones already recorded above]

## 4. Milestone sign-off

Sign-off below confirms that every milestone marked Done in section 1 met its acceptance criteria and was accepted by the person named in its row.

| Sign-off | Name | Role | Date |
|---|---|---|---|
| Project manager | [Full name of the signatory] | [Role of the signatory] | [Date of signing] |
| Milestone approver | [Full name of the signatory] | [Role of the signatory] | [Date of signing] |